

# **INEEL**

## *DOE – VPP*

### *“STAR” Site*



# **SAFETY**

*is a people business*

# ***Voluntary Protection Program (VPP) at the INEEL***

## ***Major Elements of VPP***

1. Management commitment
2. Employee involvement
3. Work site analysis
4. Hazard prevention & control
5. Safety & health training

## ***Safety Value Statement***

I will actively care for my safety  
and the safety of others.

## ***Safety Policy***

All operations at the INEEL are  
performed in a safe, compliant, and  
environmentally responsible manner.

## ***Steps for stopping work (MCP-553)***

**Note:** If the stop work situation will cause the shut down of a major operation or facility, consult with your supervisor and follow the appropriate procedure.

If the cause for stopping work is readily fixable:

1. Stop work
2. Verbally inform the supervisor
3. Correct the situation
4. Resume work.

If the cause for stopping work is not readily fixable:

1. Stop work.
2. Verbally notify cognizant supervisor.
3. Initiate the Stop Work Form (419.1).
4. Correct the situation and document on the form
5. Obtain agreement of the employee stopping work, safety representative, and cognizant manager on the form for the corrective actions taken. If agreement cannot be reached, go to the VP of ESH&QA for approval.
6. Resume work.

## ***Reporting Safety Concerns (MCP-598)***

Upon discovery, document the safety concern by either electronically using the ICARE tracking system or using Form 414.79 "Initial Problem Report, (IRP)." If you complete a hardcopy of the IRP form, submit it to your supervisor or cognizant director.

A safety concern is an issue that has reasonable potential to cause adverse environmental, safety and health, or quality assurance consequences, but does not deviate from written requirements.

## ***Reporting Ethics/Employee Concerns***

Anonymous call the Employee Concerns hotline at 526-0333.

# ***Your Participation in Safety Can Make a Big Difference***



- Be a member of your EST team
- Participate in inspections
- Submit safety concerns or close calls
- Perform WASP observations
- Attend and present safety meetings and safety shares
- Establish safety goals and actions
- Submit articles to safety publications
- Participate in walk-downs or pre/post job briefings
- Contribute to a community safety event
- Attend safety training as per your training plan
- Take a moment to stretch



# ***Employee Safety Team (EST) Interaction***



Every employee is represented on a Unit Level Employee Safety Team. Contact your Unit Chairperson (VPP Homepage) to find out who your representative is.



***Employees serving employees — ensuring a safe workplace.***